

VACANCY NOTICE

File #10561

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: ACCOUNTANT	CLASSIFICATION CODE: 02642200
	SALARY RANGE: (0020A)\$30884-\$34548	REFERENCE POSITION NO.: 5415-10000-**
	Department or Agency Name: Transportation	APPLICATION PERIOD: 05/02/05-05/08/05
	Division/Section/Unit: Transportation Support	Audits & Final Review
	Assignment(s) / Comments: 40HR WWK	
	Shift and Days: M-F	Job Location: Statewide
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes X No	
	Name of Bargaining Unit Union: Local 400 IFPTE (EE-3115)	
	There is* <u>X</u> is not <u> </u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. <u>R.I. Residency Required</u>		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: To be responsible for performing professional accounting work of a relatively complex nature including such duties as: classifying accounts, preparing general journal entries, adjusting entries, closing entries, and reversing entries; posting to accounts, subsidiary accounts, voucher registers, and cash books; preparing work sheets and drawing up financial statements and supporting schedules, reconciling accounts and inventory records; and other accounting duties. To be responsible for the maintenance of accounting records. To do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and Experience: Such as may have been gained through: considerable employment in a position in a public agency or in private industry involving advanced professional accounting. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div> RIDOT/Office of Human Resources Two Capitol Hill, Room 214 Providence, RI 02903-1124 </div> <div> Telephone #: <u>222-2572</u> TTY/TDD #: <u>222-4971</u> </div> </div>	



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